


## FOREST FIRE PROTECTION (FFP) GRANT PROGRAM GRANT PROCEDURES

### **GRANT REQUEST APPROVED/ACCEPTING YOUR GRANT AWARD**

The Department of Natural Resources (DNR) approved the portion of the your fire organization's grant request as listed in the grant contract. Thoroughly read the grant contract and procedures. **Return all yellow-colored documents**, signed and dated by the authorized representative, to the FFP Grant Manager **within 10 business days** of the date of the award letter, or the Department will award your funds to the next eligible applicant. Documents that you need to return to the DNR within 10 business days include:

- The **yellow DNR copy** of the grant award.  
*Sign* both copies of the grant agreement and mail the one marked "DNR COPY." Funds will be encumbered (set aside for your organization) when the fully signed agreement is returned to the DNR. The second copy of the grant contract, marked "YOUR COPY," is for your file. **Note!** Once you sign the grant award, you can begin your project!
- **Form DOA-6448**, Substitute W-9 Form, Taxpayer Identification Number (TIN) Verification. This year, instructions are included for completion of this form.  Correct completion of this form is important since the information provided directly impacts your organization's reimbursement check.
- **Form AD-1047**, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions. Note: This is a federal form and **requirement for federal-funded grants only**. To determine if you have a grant funded with federal money, look at the project number on the grant award:
  - If the grant number is FFP- 05**F**-xxx, it is funded with **federal** dollars.
  - If your grant number is FFP-05**F/S** -xxx, it is funded with **both** federal and state money.
  - If the grant number is FFP- 05**S**-xxx, it is a **state**-funded grant and this form is **not** included in the grant award packet.

Mail the documents to:

Forest Fire Protection (FFP) Grant Manager - CF/8  
Wisconsin DNR  
PO Box 7921  
Madison, WI 53707-7921.

If you decide that you **do not** wish to accept the grant contract, provide written notification of your decision to the FFP Grant Manager at the address given above **within 10 business days** of the date of the award letter. There will be no penalty to your fire organization if this decision is made now.

### **USING YOUR GRANT FUNDS**

1. Read the grant agreement carefully especially noting the "Project Scope & Description of Project" section on page 1 of the grant agreement. This is especially important as it defines

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the individual category award amount approved, the total grant award amount, and any item(s) that were declared ineligible. If the grant agreement lists ineligible items, the FFP grant program will not reimburse those items. See Forest Fire Protection (FFP) Grant Program Eligible/Ineligible Items list enclosure.

2. If your fire organization requested funds for a **dry hydrant(s)**, go to the following DNR website to read about and download what is needed to apply for a dry hydrant:  
<http://dnr.wi.gov/org/water/fhp/waterway/dryhydrants.shtml> This website provides links to the dry hydrant application form, sample landowner letter if the dry hydrant is to be installed on a private body of water (i.e., farm pond), and a helpful publication, "A Guide to Planning and Installing a Fire Dry Hydrant". Final payment cannot be authorized for eligible dry hydrant expenditures unless one of the following is received prior to the grant expiration date:
  - A DNR-approved form 3500-96, Application for Dry Hydrants, **OR**
  - A DNR letter of exemption from submittal of the Application/Permit for Dry Hydrant Projects, **OR**
  - A letter from the private landowner that gives permission for the dry hydrant installation on the property.

**NOTE:** If you are required to complete and submit form 3500-96, Application for Dry Hydrants, write and highlight at the top of the form **"Received FFP grant from DNR for this project"** so the approval will be expedited by the DNR and you will not be charged an application fee.
3. Solicit quotes or bids, as necessary. If you haven't already done so, set your specifications and solicit bids, if required, or obtain three written quotations as soon as possible. Bids and quotations should be kept a part of this grant file. (See FFP Grant Agreement Contract Condition 16 and read the enclosed procurement guidelines.) If you have any questions regarding the necessity for bids or how to conduct the bidding process, consult your organization's or municipality's local attorney. **NOTE:** For those fire organizations ordering from the DNR's LeMay Forestry Center, it is not necessary to follow the bidding requirements since the bidding has already been done by the State.
4. After receipt of the FFP grant agreement, place orders for the eligible items outlined in the FFP grant application with successful vendors. **Arrange for payment and delivery before April 15, 2005.** **Caution:** All Personal Protective Equipment (PPE)\* must conform to state, federal and National Fire Protection Association (NFPA) 1977 Standard on Protective Clothing and Equipment for Wildland Fire Fighting (1998 Edition) requirements. (\***Note:** Leather or rubber boots; helmets or hard hats that meet NFPA 1971 Standards are eligible since this meets or exceeds NFPA 1977 Standards.)
5. If you plan to order equipment from the DNR's LeMay Forestry Center in Tomahawk, WI, work with your local DNR Forester/Ranger to place your order **as soon as possible**. Make sure you

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inform the LeMay Center staff that you have received a FFP grant. This alerts the LeMay Center staff to process your invoice in a timely manner.

6. The grantee is responsible for payment of the full invoice amount to the vendor from its own (fire organization) account; this may be separate from or a part of the municipal account.

Payments for grant purchases may be made in the following ways:

- Write a check from the grantee's own account. If you do this, a copy of the "canceled" check (front side only) is necessary for FFP grant reimbursement.
- Purchase a cashier's check or money order from the grantee's account. If you do this, only a copy of the cashier's check or money order is necessary for FFP grant reimbursement.

**Do not** pay for FFP grant purchases in the following ways:

- **Do not** use a third party or personal check to pay for FFP grant purchases, and
- **Do not** use a personal credit card to pay for FFP grant purchases.

***CAUTION! Items for which payment has been or will be received from another federal or state financial assistance program are not eligible according to VFA/FFP program guidelines.***

7. Your FFP project must be completed and the reimbursement request with accompanying documentation mailed to the DNR by April 15, 2005.

**NEW**

### **AMENDING THE GRANT AWARD PROJECT PERIOD**

Changes to the project period will require approval by the Department. If for any reason a fire organization **will not be able** to complete its project and submit its reimbursement request by April 15<sup>th</sup>, a time extension request needs to be submitted to DNR **no later than April 5, 2005.** Failure to meet the extension request deadline may result in a loss of some grant funds.

A request form (last page) is included for your use in the event that your organization finds itself in need of a time extension. This form will assist you, as well as enable Department staff to more quickly and efficiently process your request. We recommend that you ask for a 4-month extension, which should be sufficient time for project completion.

***Remember: Don't miss the April 5<sup>th</sup> deadline!!***

### **THE REIMBURSEMENT PROCESS**

The DNR will process only **one** reimbursement check so the request must be complete when it is mailed to the DNR. The DNR reimburses the grantee for 50 percent of the eligible project costs up to the maximum amount of the grant award stated in the contract. All grant eligible items must be purchased and received, all services must be rendered within the grant period as stated in the grant agreement (or as amended) to be eligible for reimbursement. To request reimbursement send the following to the FFP Grant Manager:

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- A completed and signed **Forest Fire Protection Grant Program Reimbursement Request Form 4300-120**. By signing, you indicate that all the bills are paid and that you have received all the items you ordered. **TIP:** Whether you overspend or underspend, just record actual expenditures in the "Expenditures" column in the appropriate categories. DNR staff will conduct a final payment review, including calculations, and make any grant award adjustment as necessary.
- **Reimbursement Claim Worksheet Form 8700-274**. List the vendor(s), item(s) purchased, amount, and the total expenditure for the grant project.
- Copies of all detailed **invoices**.
- **Proof of payment**. One of the following types of documentation must accompany the reimbursement request for each purchase:
  - Copies of cashier's checks or money orders
  - Copies of "canceled" checks (front side only). **TIP:** A check is "canceled" when it has cleared the bank and the amount is imprinted on the bottom right-hand corner under the signature.
  - Copies of uncanceled checks along with a copy of the bank statement that shows that the check was paid. Highlight the payment on the statement and cross-reference it on the Reimbursement Claim Worksheet, Form 8700-274.

After DNR staff completes its review of the reimbursement request and authorizes payment for all eligible costs, a check will be sent based on the information supplied on the W-9 form.



***Attention Early Birds! It is advantageous to complete your project as soon as you can and submit the reimbursement materials as outlined above. Like your tax return...submitting your reimbursement paperwork well before the April 15<sup>th</sup> deadline gets priority payment review. Be an early bird—get the worm and the check!***

### **AFTER THE CHECK ARRIVES**

- Notify the local DNR Forester/Ranger when the FFP grant reimbursement check arrives.
- Assist in the planning of, and participate in, local public relations opportunities and the field audit conducted by the local DNR Forester.
- Review information on recordkeeping, inventory, and disposal requirements contained in the grant agreement -- grant contract conditions 16, 17, and 18. If your organization received federal funds, grant contract conditions 19 and 20 also apply.
- If any one item costs \$5,000 or more, affix the sticker provided by the local DNR Forester.

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Any form or enclosure referenced in this grant procedures document can also be accessed at DNR's website: <http://www.dnr.wi.gov/org/caer/cfa/LR/FFP/grants.html>

If you have any grant-related questions at any time, don't hesitate to contact:

Eileen Trainor, FFP Grant Manager  
DNR - Bureau of Community Financial  
Assistance  
101 S. Webster St., PO Box 7921  
Madison, WI 53707-7921  
Telephone: 608-267-0848  
Fax: 608-267-0496  
E-mail: [Eileen.Trainor@dnr.state.wi.us](mailto:Eileen.Trainor@dnr.state.wi.us)

Kathy Wells, FFP Grant Assistant  
DNR - Bureau of Community Financial  
Assistance  
101 S. Webster St., PO Box 7921  
Madison, WI 53707-7921  
Telephone: 608-266-0918  
Fax: 608-267-0496  
Email: [Kathy.Wells@dnr.state.wi.us](mailto:Kathy.Wells@dnr.state.wi.us)

9/1/04



## FOREST FIRE PROTECTION (FFP) GRANT PROGRAM GRANT PROCEDURES

**Time extensions** may be granted for those projects that cannot be completed by the April 15, 2005 project end date. A request to change the project end date must be submitted to the VFA/FFP Grant Manager **by April 5, 2005**. The following format has been developed to assist you in meeting this deadline. Use of it also enables Department staff to more efficiently process your request. Your initial request will be for an additional 4 months, which should allow enough time for project completion. Just fill in the grantee information, sign, and date it. Send it to the VFA/FFP Grant Manager in one of three ways:

**First class mail:** This is a self-mailer--fold, affix 1<sup>st</sup> class stamp, and mail

**Fax (this page):** 608/608-267-0496 -- ATTN: VFA/FFP Grant Manager

**Email (using format below):** [Eileen.Trainor@dnr.state.wi.us](mailto:Eileen.Trainor@dnr.state.wi.us)

Upon receipt, your request will be processed and a copy of an approved time amendment will be returned to you to be filed with your existing grant award documents.

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### TIME EXTENSION REQUEST

**TO:** VFA/FFP Grant Manager

In order to complete our project, a 4-month time extension is requested for:

**Grantee Name:** \_\_\_\_\_

**Grant #:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative (signature)**

\_\_\_\_\_  
**Date**

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#### FOR DNR USE ONLY

#### Time Extension Request Approved

Amended Project End Date: \_\_\_\_\_

CF Grant Mgr. Initials/Date: \_\_\_\_\_

*Copy to Grantee & DNR Grant File*